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ABSTRACT

Guidelines developed for the University of Oklahoma libraries with emphasis on the effective use and management of microform materials as well as the status of nonprint materials are presented. Following a statement of position regarding nonprint materials guidelines cover: (1) acquisition--microforms and nonprint materials; (2) bibliographic control of nonprint materials--cataloging and classification, and serials control; (3) physical control of nonprint materials and equipment--policy for collections, costs to patron for loss or damage of materials or equipment, and purchase of equipment. (KP)

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Guidelines for the Acquisition, Control, and Handling of Microform and Other Nonprint Materials in the University of Oklahoma Libraries

By

Task Force to Extend the Study of Microforms in the University of Oklahoma Libraries

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The Microform Centralization Project[1] report was hardly completed and accepted before certain conditions combined to produce a situation where an even more effective use of microforms in the University of Oklahoma Libraries became absolutely essential and positively attractive:

1. Merrick Computer Center informed the Director of Libraries that it was no longer able to bear the cost of production of the newly automated Current Subscriptions list in paper form. Microfiche was recommended. It was also learned that microfiche readers were available at a nominal fee from the University's Machine Rental Office.
2. Mutilation of materials (especially periodicals), although not dramatically increased, became a problem too serious to remain unresolved. Microform, in addition to being less vandalism-prone initially, is generally highly cost-effective as a replacement medium.
3. Budget, staff, and equipment for the Libraries' bookbindery were inadequate and could not be improved.
4. Space problems in main shelving areas in Bizzell Memorial Library and the various branches were increasing with no relief in sight.
5. Many of the materials being acquired by the Libraries were becoming available in microform at substantial savings, and a microform area with trained staff and necessary equipment was already present.
6. The acquisitions budget, already inadequate, became even more restricted.

These conditions, the raised level of consciousness generated by the initial microform study and implementation, and a desire to manage information in the highly positive manner expected of a university library led to the appointment (3/17/77) of the present Task Force. While the emphasis was to be on the effective use and management of microform materials, the Task Force was also to concern itself with the status of all types of nonprint materials in the Libraries with the exception of sound recordings needed for the Music Library.

I. STATEMENT OF POSITION REGARDING NONPRINT MATERIALS

The mission of the University Libraries is the collection, organization, and provision of informational materials to the University community and the people of the state of Oklahoma. The accessibility of the information is of paramount importance -- not the form in which it is held. The University Libraries will acquire materials in any form which can be effectively managed by the Libraries and which is suitable for the use intended for those materials.

II. ACQUISITION OF NONPRINT MATERIALS

A. Microforms

1. All microform materials acquired by the Libraries should be of transparent film. Micro-opaques should be purchased only when the information contained therein is essential, and transparent films are not available. Exceptions will be made for continuing sets of materials which the Library has already begun acquiring.

2. The preferred microtransparency for most applications is 4x6-inch microfiche in the American National Standards Institute/National Micrographics Association 98-frame 24x reduction format.[2] Roll film should be used primarily for newspapers or specific archival purposes. Roll film should be applied on nonmetallic reels at 16-22x reductions. Deviations from these norms are to be made only with careful consideration as to the importance of the materials and their compatibility with equipment (most especially readers and reader/printers) already owned by the Libraries.

3. All microform transparencies should normally be considered as permanent additions to the collection and have a very long shelf-life potential. At present, only the silver halide formulation has established standards for archival permanence.[3] Until such standards are established for other types of transparency, only archival quality silver halide material should be considered as generally acceptable; materials in other formulations should be considered on an individual basis. Color microform is, at present, extremely short-lived and should be acquired only for exceptional reasons.

4. Backfiles and replacement issues of periodicals should be purchased on microfiche or, if unavailable in that form, 35mm roll film. Above all, format should be consistent within a title, and the Microform Area staff

is to be notified of all outgoing orders to insure consistency of format for already held serial titles and to serve as an additional review for all titles to prevent unintentional duplication. All orders will consist of no less than one complete bibliographic unit (normally one volume), and each such order should generate consideration of the future of the mutilated volume(s) and/or related paper copy volumes. Frequently mutilated titles should be completely converted to microform if fiscally possible.

5. Card sets or guides to various microform sets or series are to be considered as an integral part of any such acquisition and acquired with the microforms. Purchase of large sets or series which do not have accompanying sets or guides -- or whose access tools are known to be inadequate -- should be carefully considered prior to purchase by the Head Acquisitions Librarian in consultation with the Head of the Catalog Department, the Serials Cataloger, and the librarian in charge of microforms as to provision for access.
6. Quality control inspections of incoming microform materials will be conducted by the Microform Area staff.
7. All bibliographic aids necessary for the acquisition of microform materials will be housed in the Bibliography Room or the Acquisitions Department.

B. Other Nonprint Materials

1. The Microform Area will house and service all published

nonprint materials unless a definite need can be shown for their location elsewhere.

2. While all forms of nonprint material are in principle acceptable for acquisition, lack of equipment precludes effective use of many of them.
   (a) Standard Phillips-type audio cassettes (1-7/8 ips) are to be preferred over phonodiscs or open-reel tapes.
   (b) Video cassettes are to be chosen over video tape, and slide/tape combinations over filmstrips. Slide/tape and filmstrips should be compatible with existing equipment.
3. The Microform Area should be allocated a minimal amount in the acquisitions budget for its discretionary use.

III. BIBLIOGRAPHIC CONTROL OF NONPRINT MATERIALS

A. Cataloging and Classification

1. Nonprint materials (microforms, cassettes, films, etc.) purchased by the Libraries will be cataloged. Exceptions will be made for large sets such as the ERDA and ERIC microfiles which have their own internal controls, and dissertations acquired from University Microfilms International will receive complete cataloging only when card sets are available.
2. Large microform sets will be analyzed when card sets are available. If cards are not available, guides and indexes will be purchased. Purchase of large sets

of microforms for which no sets of cards or indexes are available should be discouraged. Brief analytics for very small sets may be possible; consultation between the Head Acquisitions Librarian, Serials Cataloger, and Head of the Catalog Department will determine such treatment.

3. New nonprint titles will be classified by a format sequence number scheme. Details for this classification scheme will be developed by the Catalog Department. A separate shelflist will be kept for nonprint materials by the Catalog Department. At present, no possibility of retrospective reclassification exists.
4. Paper copy monographs issued with a nonprint component will be housed in the Microform Area. In most cases, nonprint supplements to serials will be housed in the Microform Area with the paper issue remaining in its normal location. A notice of the location of the nonprint supplement will be affixed to the paper volume.

B. SERIALS CONTROL

1. The Serials Department will keep accurate records of all microform and other nonprint serials received and will enter them into the Kardex and/or Serials Record. These records will indicate format as well as number of reels, fiche, etc., as necessary for control.
2. Currently received serials and newspapers on microform will be listed in the Current Subscriptions list.
3. Copies of Serials on Microform, produced by the Microform Area, will be placed in the Information Area,

Serials Department, and in other areas as needed.

IV. PHYSICAL CONTROL OF NONPRINT MATERIALS AND EQUIPMENT

A. Policy for Bizzell Memorial Library, Branches, and Special Collections

1. Materials

(a) Branches and special collections will contain nonprint materials as needed.

(b) Materials not needed in branches or special collections should be centralized in the Microform Area.

2. Equipment

(a) Equipment for nonprint materials in Bizzell Memorial Library should, in general, be located in the Microform Area. Special collections in Bizzell Memorial Library should receive new equipment only if exceptional need can be shown.

(b) Branches should receive equipment as needed.

(c) Acquisition of portable equipment will not take place at the expense of stationary equipment.

(d) The Microform Area staff will train other staff in the maintenance of equipment.

(e) Microfiche readers in branch libraries and special collections should be capable of reading either standard format journal literature or Computer Output Microfiche.

3. Circulation of Nonprint Materials

(a) The principle of equivalency: If the paper copy circulates, so shall the microform.

(b) If a microfiche duplicator is purchased, microfiche will not be circulated. Duplicates will be produced with the cost borne by the patron.

(c) Nonprint materials will be circulated by the Microform Area staff.

(d) Portable equipment, when available, will be checked out to patrons.

B. Cost to Patron for Loss or Damage

1. Materials

The patron is responsible for the replacement of lost or mutilated materials, except when the damage results from normal wear or equipment malfunction. The cost will be determined in accordance with general library policy for replacement, i.e., cost plus a processing fee.

2. Equipment

The patron is responsible for the replacement or repair of lost or damaged equipment, beyond normal wear.

C. Purchase of Equipment

The librarian in charge of microforms and/or the Microform Area staff will evaluate any readers and/or other equipment to be rented, purchased, or accepted for use by the Libraries before such transaction takes place. The Microform Area staff will also be available

for consultation with nonlibrary departments considering purchase of microform equipment.

REFERENCES

1. Guilfoyle, Marvin C., Microform Centralization Project: A Survey of Current Practice and Possible Application in Bizzell Library. 1976. ED 122 785.

2. American National Standards Institute. PH5.9-1975 (NMA MS5--1975)

3. _____. Ph4.8